

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

TO: The Honorable Aaron Fujioka, Chief Procurement Officer

FROM: Bruce S. Anderson, Ph.D., M.P.H.

Director of Health

(Department/Division/Agency)

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

**Description of health and human services:**

The Department of Health's Child and Adolescent Mental Health Division (CAMHD) requests consideration for an exemption to contract for Crisis Mobile Outreach Services and Crisis Stabilization Services on Oahu and Hawaii. This exemption request is for a period of two months [including three (3) holidays that affect procurement timetable] to allow the CAMHD time to procure these services through the competitive method of procurement. (see Attachment)

Mobile Crisis Outreach provides immediate mobile assessment and stabilization services for youth in an active state of psychiatric crisis, including acute psychotic episodes and situations of danger to self or others. Crisis Stabilization provides short term, acute residential interventions to youth experiencing mental health crises that significantly impairs their capacity to cope with normal life circumstances.

This request is determined to be necessary due to no response or proposal submissions for emergency mental health services for the islands of Oahu and Hawaii under the RFP HTH 460-02-02, and only one respondent to the subsequent RFP HTH 460-02-04. The CAMHD requested and received a procurement exemption, (see P.E.H. 03-06) that allowed CAMHD to continue contracting with the current provider, Helping Hands Hawaii (HHH), who was also the sole respondent to the subsequent RFP, until September 30, 2002 HHH, since all efforts to negotiate price had not resulted in an advantageous price for the State.

Both RFP's issued required emergency services to be provided as a "package" consisting of three levels of care 1) 24 hour telephone stabilization, 2) mobile crisis outreach, and 3) crisis stabilization services. This service delivery system/model ensures a continuum of emergent care that the CAMHD has been using for several years. The Adult Mental Health Division (AMHD) and the CAMHD coincidentally had contracted with the same provider for the past years. The AMHD recently decided to provide the 24 hour telephone stabilization services directly through its employees and terminate its contract with HHH effective December, 2002. On September 25, 2002, the HHH informed the CAMHD that they could no longer provide Crisis Mobile Outreach Services on Oahu as they would no longer have adequate staff. They further informed the CAMHD that there is no offer to continue emergency services on Hawaii unless the CAMHD accepts their rates. In light of this situation, it is the direction of the Department for the CAMHD to partner with the AMHD for the provision of 24 hour telephone crisis stabilization services in the community (Oahu & Hawaii). Therefore, the CAMHD seeks an exemption for the provision of Crisis Mobile Outreach and Crisis Stabilization services only, by contracting with CARE Hawaii, Inc., Hale Kipa Inc., Catholic Charities, and Child and Family Service until a new RFP can be issued and contract(s) can be executed for these services.

P.E.H. Number 03-12

<b>Name of Service Provider</b>	<b>Cost:</b>	<b>Term of Contract:</b>
CARE Hawaii Inc. Child and Family Service Hale Kipa, Inc. <i>* Catholic Charities</i>	\$80,000.00	From: October 1, 2002  To: November 30, 2002 (or upon execution of contract, whichever is sooner)

**Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:**

Originally the current provider verbally extended to the CAMHD an offer to extend the contract until such time that a transition to a new provider could be selected under the restrictive method of procurement. In fact, they requested that CAMHD continue through December 2002 on Hawaii to coincide with the termination of the AMHD contract. But, on September 25, 2002, the provider informed the CAMHD that they could no longer provide Crisis Mobile Outreach services on Oahu as they will no longer have adequate staff and that there is no offer to continue emergency services on Hawaii unless the CAMHD accepts their rate. The CAMHD will be unable to procure for these emergency services by competitive means by October 1, 2002.

**Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:**

The CAMHD presented this emergent situation to all providers present at its provider meeting scheduled for September 26, 2002. In addition, the CAMHD inquired with all its service providers on Oahu and Hawaii. As a result of this inquiry, CARE Hawaii Inc., Hale Kipa Inc., Catholic Charities, and Child and Family Service responded. The providers identified in this exemption request were deemed to be the most advantageous based on agency capability and capacity for immediate service provision, and proposed cost.

**A description of the state agency's internal controls and approval requirements for the exempted procurement:**

This is a service mandated under the Felix Consent Decree. Service provision is guided by Interagency Performance Standards and Practice Guidelines, and subject to fiscal and performance management monitoring as established and implemented currently by the CAMHD.

**A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:**

Bruce S. Anderson, Director of Health  
Anita L. Swanson, Deputy Director for Behavioral Health  
Christina M. Donkervoet, Chief, Child and Adolescent Mental Health Division  
Alfred Arensdorf, CAMHD Medical Director  
Bruce Chorpita, Clinical Director  
Douglas Miller, Assistant Chief  
Mary Brogan, Performance Manager  
Carol Matsuoka, Contracts Supervisor  
Nona Meyers, Contracts Specialist

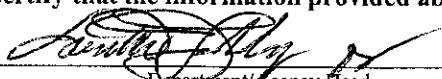
P.E.H. Number \_\_\_\_\_

Direct questions to:  
Carol T. Matsuoka, Contracts Supervisor

Phone Number:  
733-9857

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.

  
\_\_\_\_\_  
Department/Agency Head

9/27/02  
\_\_\_\_\_  
Date


Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

cc: Administrator  
State Procurement Office

  
\_\_\_\_\_  
Chief Procurement Officer

10/1/02  
\_\_\_\_\_  
Date

**Proposed Procurement Timetable**

	Scheduled Date
Public notice announcing RFP	10-06-02
Distribution of RFP	10-08-02
RFP orientation session	10-15-02
Closing date for submission of written questions for written responses	10-16-02
State purchasing agency's response to applicants' written questions	10-18-02
Proposal submittal deadline	4:30 p.m., 10-28-02
Proposal evaluation period	10-28-02 to 11-01-02
Provider selection and award	11-01-02
Notice of statement of findings and decisions	11-04-02
Contract Mailed to Provider	11-14-02
Contract to Attorney General's Office	11-25-02
Contract to Director of Health	11-27-02
Contract start date	12-01-02

BENJAMIN J. CAYETANO  
GOVERNOR OF HAWAII



BRUCE S. ANDERSON, PhD, MPH  
DIRECTOR OF HEALTH

**STATE OF HAWAII**  
**DEPARTMENT OF HEALTH**  
**CHILD AND ADOLESCENT MENTAL HEALTH DIVISION**  
3627 KILAUEA AVENUE, ROOM 101  
HONOLULU, HAWAII 96816

If reply, please refer to  
File

September 30, 2002

**TO:** Mara Smith  
State Procurement Office

**FROM:** Kuulei Wilton  
Contracts Specialist  
Child and Adolescent Mental Health Division

**SUBJECT:** Request for Exemption  
Crisis Mobile Outreach and Crisis Stabilization Services

Please note that we inadvertently left out information on our Request for Exemption Form (see attachment). Please include Catholic Charities as a service provider.

Should you have any questions please call me at 733-8354.